

<p>Greenwood County Utility Coordinating Committee</p>
--

For New Residential Subdivisions & Commercial Developments

Greenwood County Utility Coordinating
Committee Members

Greenwood Planning Dept	Greenwood Building/Inspection
CPW	Sprint
Greenwood Engineering Dept	SC DHEC
SCDOT	Duke Power
Northland Cable	Metropolitan Sewer District
Greenwood City Fire Dept	Northwest Volunteer Fire Dept
SC DHEC-EQC	Central Locating Services
All County Fire Depts	School Districts

“COOPERATION AND COMMUNICATION”

Greenwood County
Utility Coordinating Committee

ATT: Lisa Hawthorne

528 Monument St Suite B-01 Greenwood, SC 29646

Telephone: 864-943-8074

Fax: 864-942-8580

Website Address: www.co.greenwood.sc.us

Please attach a sketch plan of proposed development for the UCC committee to look at.

Developer: _____

Phone Number: _____

Address: _____

City: _____ **Zip Code:** _____

Most information can be obtained from the Website

Current Property Owner: _____

Location of Proposed Development: _____

Pin#: _____

Number of Proposed Units / Lots: _____

Current Zoning District: _____

Will you need to rezone the Property? _____

If so, to what Zoning District? _____

Will this be a Commercial Development or Residential Development?

Is this Property in the City Limits? _____

Comments about your project:

Greenwood County Utility Coordinating Committee

PREFACE

The installation of utilities in a new subdivision requires coordination, cooperation and communication among developers, utilities, government agencies and operators. It is intended that this manual serve as a guide for developers and staff working in this respect. This document is meant to serve as a guide for these entities and a start for those unfamiliar with Greenwood County guidelines. It is possible to alter the standard approach set forth in this manual by obtaining a variance from the Utility Coordinating Committee for Greenwood County.

We trust that the manual will promote coordination, cooperation and communication between involved parties and aid in more cost-effective installations. This manual and the practices it sets forth are intended to be a helpful tool for developers. It is not intended to inhibit development.

A great portion of this manual, its text and format have been taken from the South Carolina Utilities Coordinating Committee manual for the state. We wish to extend credit for their lead in this effort.

This manual contains meeting dates of the Utility Coordinating Committee and contact information for each utility member.

Greenwood County
Utility Coordinating Committee

UCC Meeting Dates

November 10, 2005

December 8, 2005

January 12, 2006

February 9, 2006

March 9, 2006

April 13, 2006

May 11, 2006

June 8, 2006

July 13, 2006

August 10, 2006

September 14, 2006

October 12, 2006

November 9, 2006

December 7, 2006

***Contact: Lisa Hawthorne (864) 943-8074 for information on meeting location date & times.**

Meeting Time: 9 am

**Location for 2006 will be the CPW Operations Center on
810 By-Pass 225 S
Greenwood, SC**

Greenwood County Utility Coordinating Committee

CHAPTER I

INTRODUCTION

The purpose of this manual is to provide information and guidelines for the assistance to developers, utility companies, engineers, utility contractors and all others involved in coordinating the planning and installation of utilities in new subdivisions. Furthermore, it emphasizes to the developer the need for advance planning with the utilities. The general information and guidelines contained in this manual should be used as a general planning guide for installation of essential utilities. Contact the local agencies for further information.

All Greenwood agencies, developers, and/or utilities responsible for subdivision approval are encouraged to use this manual to promote the coordinated development of utilities within a subdivision in their service area. Local approvals of subdivision development plans should include availability of utilities; such plans should be coordinated by the developer and the utilities should include such items as electrical, telephone, cable TV, water/sewer, gas easement and right-of-way requirements. Included in this manual is a typical street cross section that illustrates an acceptable arrangement for utilities within the street right-of-way and/or provided corridors.

The standards as outlined in this manual have been developed with the intent to make them flexible enough to accommodate the individuality of each developer project while maintaining high engineering and safety standards and an orderly procedure. Developers may deviate from the standards in this manual if a variance is obtained from the Greenwood County Utility Coordinating Committee.

It is necessary for all parties to communicate. For this reason the South Carolina Utilities Coordinating Committee established the Palmetto Utility Protection Service (PUPS). PUPS is a statewide one- call notification system and we take this opportunity to promote its use. The state's "Underground Utility Damage Prevention Act" and OSHA's 1910.651 provide good incentives to take steps in advance of excavation to determine the location of underground utilities. The toll free number of PUPS offers a convenient and free way to do so. Anyone planning an activity involving excavation in the County should call (888) 721-7877.

Greenwood County Utility Coordinating Committee

The high standards and processes set forth within this manual are imperative to control the quality and overall integrity of utility installations to help ensure that utility systems will provide years of low cost maintenance and uninterrupted service. Although an effort has been made to make this manual complete and reflective of all affected utilities, other regulation may be applicable. Further, an ongoing effort will be made to periodically update this manual. The Greenwood Utilities Coordinating Committee reserves the right to revise this manual in order to maintain the integrity of engineering and safety standard and for continuing guidance for community growth and development.

Greenwood County
Utility Coordinating Committee

CHAPTER II

DEFINITIONS

Contractor

- The individual, firm or corporation undertaking the execution of the work under the terms of the contract.

Developer

- Any person or company engaged in the development of land for the purpose of residential, commercial, or industrial use.

Easement

- A right created by grant, reservation, agreement, prescription, or necessary implication, which one has in the land of another.

Engineer

- Person duly registered and licensed to practice engineering by the state of South Carolina.

Lot

- A part of a subdivision, or parcel of land used as a building site or intended for such use, immediate or future.

Pre-Construction Conference

- A conference, prior to start of construction, to be attended by a duly authorized representative of the developer, contractor and affected utility companies.

Right-of-Way (R/W)

- A strip of land conveyed to a specific utility company for a specific purpose. While this document is not a title, it will bind the heirs and assigns. Title should be searched and certified before construction begins. The location should be clearly indicated on the plat.

Sewer Service Lateral

- A service line on the lot exiting the dwelling plumbing system and running to the lot line where it ties to the subdivision or area collection line.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

Sewer Collection Line

- Lines servicing a subdivision, residential area, or grouping of dwellings, commercial establishments, or industries which collect sewage and transport it to a main line flowing to the wastewater treatment plant.

Sewer Trunk Line

- A main line flowing to the wastewater treatment plant or another trunk line.

Subdivision

- Any tract or parcel of land subdivided into two (2) or more lots for building sites, for the purpose (immediate or future) of building developments. This definition shall include mobile home parks, multi-family residences, business parks, industrial parks as well as single family residence. This definition shall apply whether the lots are sold, rented, or leased.

Utility Company

- Any organization charged with the installation and/or maintenance of a plant/system providing; electricity, gas, water, telephone communication, CATV, sanitary and storm sewers.

Greenwood County
Utility Coordinating Committee

CHAPTER III

THE SUBDIVISION APPROVAL PROCESS

A. SUBDIVISIONS WITH 25 LOTS OR LESS

The Greenwood City Council and Greenwood County Council have approved a proposal by the Greenwood Joint Planning Board that allows subdivisions of 25 lots or less without new roads to be approved at the staff level. The following information is provided to help guide you through this process. Every attempt will be made to provide quick review; however, mitigating circumstances may delay the quick review process.

1. CONCEPTUAL APPROVAL

The first step of the approval process is to submit a conceptual plan. These plans should be submitted by noon each Friday to the Planning Department located at 528 Monument St Room B-01 of the Greenwood County Courthouse. When the plans are submitted, they will be dated and stamped "Received". The developer shall complete a form so the pertinent information on the subdivision can be entered into the department's automated tracing system. The developer shall be provided with a list of members of the Utility coordinating Committee. This list will contain a contact person's address and telephone number. The developer shall submit the plans to each of the agencies that are identified by the Planning Department as being involved in the project by the end of business on Friday. A representative of each agency will sign that he received the information along with the date and time.

Each agency will attempt to have the plans reviewed in five (5) working days from the time the agency receives the plans and provide comments to the Planning Department. The developer will meet with the Planning Department to review any comments. All corrections, if any, must be made and submitted for review under the same guidelines. It is recommended that the developer may elect to arrange meetings with any or all of the agencies involved.

The conceptual plan shall provide a Title Block that shows the proposed name of the proposed subdivision, Pin #, municipality and county, north arrow, and date. A vicinity sketch shall also accompany the plans. The plans shall also indicate the city, town, or county boundary line if within or adjacent to the area being subdivided and include the statement "CONCEPTUAL PLAN".

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

NOTICE: IF THIS 25 LOT SUBDIVISION IS A PART OF, OR A PHASE OF A LARGER PLANNED SUBDIVISION PROJECT. A CONCEPTUAL PLAN MUST BE SUBMITTED FOR REVIEW SO THAT THE COMPLETE PROJECT CAN BE REVIEWED TO ENSURE COMPATABILITY, SERVICEABILITY AND FEASIBILITY.

2. CONSTRUCTION APPROVAL

The second step of the approval process is the submission of construction plans. These plans should be sent to the Greenwood City/ County Planning Department located at 528 Monument St Room B-01 of the Greenwood County Courthouse.

The same process of plan submittal and approval to and from each agency that was used in the conceptual stage must be followed for construction approval.

The subdivision construction plans shall be clearly and legibly drawn to a scale of not less than 100 feet to the inch (1" = 100') nor larger than 20 feet to the inch (1" = 20'). In addition to the scale, the preliminary plan shall provide a Title Block that shows the name of the proposed subdivision, municipality and county, north arrow, and date and Parcel ID number. A vicinity sketch shall also accompany the plans. The plans shall also indicate any city, town, or county boundary line if within or adjacent to the area being subdivided. The boundaries of the proposed subdivision shall also be shown. The names and addresses of the owners of the property, the subdivider and the person or firm preparing the plan shall also be provided and shall also include the statement "CONSTRUCTION PLAN".

The plan shall also include all existing site information. This includes name, location, width of right-of-way and width of roadway. The plan shall also include the location, parcel ID number and other pertinent data for railroads, easements, public land and other features affecting the site. Additionally, topography at a contour interval of not greater than ten (10) feet shall be submitted. Staff may require contour intervals of less than 10 on some projects.

Greenwood County Utility Coordinating Committee

The location and extent of all water courses and land subject to flooding should also be provided.

The location and size of all existing and proposed storm drains, water mains, fire hydrants, gas lines, electric transmission lines, telephone lines, telephone cable, and sanitary sewers with and adjacent to the site must be shown. All plans shall be submitted with supporting documentation such as a list of proposed street names, width of rights-of way and width of streets, alleys and other public ways. Plans must show: proposed typical street cross sections with regard to utility coordination in new subdivisions; preliminary of existing and proposed centerline profile for each street shown thereon; storm drainage plan and copy of submission to the Department of Health and Environmental Control (DHEC), drainage areas, pipe sizes, and easement for outfall storm drainage beyond limits of the street right-of-way, copy of application of Encroachment permit (s) with the South Carolina Department of Transportation (SCDOT) or the City/County Engineer. In addition, the distance to the nearest intersection shall be noted in feet and meters. The proposed location and size of the water supply system, sewerage collection and disposal, with all necessary information for the approval of DHEC, CPW, Duke Power, Northland Cable, and Sprint shall be submitted for review. A Greenwood County utility coordinating guide has been developed to assist this effort.

The developer shall also provide information on existing zoning and a completed rezoning application, if necessary. No lots may be sold or no lots may be transferred until after approved final approval; however, the Building Department can issue a maximum of two (2) building permits prior to final approval and recording.

3. FINAL APPROVAL

These plans should be submitted by noon each Friday to the Greenwood City/ County Planning Department in Room B-01 of the Greenwood County Courthouse. The project coordinator shall complete a form so that the pertinent information of the subdivision can be entered into the department's automated tracking system. The project coordinator shall be provided with a list of members of the Utility Coordination Committee. The project coordinator shall submit the final plat to the agencies that are identified by the

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

Greenwood City/County Planning Department as being involved in the project and those agencies must sign-off on the project.

Prior to receiving final approval, the project coordinator shall meet with the Planning Department and provide STATEMENTS OF APPROVAL from all agencies involved in the project. The project coordinator shall also provide a final copy of the subdivision plans that includes all approved street names and a set of “as-built” utility plans. Once this information is provided, the Planning Department will stamp the plat for recording.

If all utilities and all required improvements are not completed by the developer, the developer may post an IRREVOCABLE STANDBY LETTER OF CREDIT with the Planning Department guaranteeing the completion of said improvements in compliance with the requirements of the Subdivision Regulations. A draft copy of the IRREVOCABLE STANDBY LETTER OF CREDIT may be obtained from the Planning Department. To obtain final approval, all utilities and required improvements must be completed or the developer must post the IRREVOCABLE STANDBY LETTER OF CREDIT.

B. SUBDIVISIONS WITH MORE THAN 25 LOTS

Larger subdivisions follow the same process as subdivisions with 25 lots or less. The larger subdivisions will require more than five (5) days for review and will require formal Joint Planning Board approval.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

CHAPTER IV

UTILITIES SHARING STREET RIGHTS-OF-WAY

A. CONDITIONS PRIOR TO INSTALLATION OF ANY UTILITY:

1. Subdivision plats must be approved by the Greenwood County Joint Planning Commission. The plats should include street names and lot numbers. All streets must be deeded in accordance with proper procedures for acceptance as a public right-of-way. Subdivision plats should note any locations or conditions which may impact the placement of utilities; i.e., abutting streets, streams, lakes, wetlands, cemeteries, archeological sites, 100 year flood plains.
2. Streets should be subgraded and un-surfaced with proper slope for banks and fills from graded road-way to property line. Property pins should be in place establishing street right-of-way and lot corners.
3. Coordination should be the responsibility of the developer and/or the engineers to initiate a pre-construction conference of all utilities to review the design and establish an order of construction priorities. All utility plans should be compiled by the developer and/or the engineers and included on the developer's plans prior to preliminary approval. This will facilitate identification and correction of possible conflicts, and enable everyone to fully realize the advantages of advance planning, communication and coordination.
4. The proposed location of all utilities should be clearly defined on the plans. Plans for water and sewer (or waste treatment system) must be approved by the South Carolina Department of Health and Environmental Control and Greenwood Commission of Public Works or Greenwood Metropolitan Sewer District.
5. It is the developer's responsibility to notify all concerned utilities of subdivision design changes or locations which may affect utility designs.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

**B. INSTALLATION PROCEDURES AND INSPECTION RESPONSIBILITIES
OF UTILITIES**

1. Construction priorities should be clearly established and defined by all utilities to minimize the number of undercrossings and to protect each other's systems.

Certain utilities reserve the right to charge the developer for crossings and/or obstacles it deems unnecessary or excessive.

- a. it is understood there will be variances to an established order of construction; however, such variances should be established at the above suggested pre- construction conference and noted by all persons concerned. Each utility should accept the order of construction and abide by it, installing their utility in accordance with the corridor assigned.

- b. Order of utility construction priorities:

- Sewer & house laterals
- Storm drains
- Water lines & (Alt. 1 – water meters)
- Electrical cable
Telephone cable
Cable for TV
- Gas line
- Pave Street at this point or hereafter
- Alt. 2 – water meters
- Overhead utilities
- Sidewalks

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

2. Alignment of all utilities should be parallel to the street center line except where special conditions require alternate position. Trenches should not wander.
3. All trenches should be backfilled and tamped in accordance with the specifications of the individual utility company and governing agency to insure proper compaction.
4. When front lot distribution is used; all stubbed out service lines should extend to back of the curb or beyond "drainage" ditch line. Locations should be recorded by the individual utility.
5. All utilities should be apprised of the "Damage Prevention Act" of the state of South Carolina and be certain of locations of other utilities prior to any excavation for their installations; utilities should cooperate and exercise precaution in any excavation regardless of information received.
6. Utilities should provide field inspection for their own installations, either by "in house personnel or contractors; this will assure proper installation of their own utilities and the protection of other utilities.
7. Each utility should obtain necessary field measurements upon the completion of all new installations; these measurements should be transferred to "as built" drawings or adequate and accurate maps and/or records for future reference in maintenance of the utility. When the utility locations affect others, the affected party or utility should be notified and informed of locations.

Greenwood County
Utility Coordinating Committee

CHAPTER V

EASEMENT PLANNING

A. NOTIFICATION

To insure that adequate and properly designed utility/easement/rights-of-way for utility facilities are provided, developers are urged to consult with the Greenwood Utility Coordinating Committee before and during the planing stage of a subdivision. Preliminary plats should be made available to the Utility Coordinating Committee before final platting, for examination and recommendations as to the proper location of utility easements and/or existing utility right-of-way. Utility positioning in the easements or rights-of-way is required on utility drawings prior to preliminary approval.

B. PLAT:

Utility easements/rights-of-way is required to provide the necessary routes for adequate service on legally and structurally sound locations. A clear indication of the locations and types of easements/rights-of-way are required on the final plant before construction begins.

Public Easement: It is generally considered to mean a passage way, street right-of-way or any other public use.

Utility Easement: Private easement for public utilities only. Private easements for public utilities shall not be deemed dedicated to the public but shall be easements for public utilities on a basis of equality between such utilities. No permanent structure other than those for utility services may be erected or trees planted in this area.

The utility should have the right to remove or trim trees or vegetation that may interfere with proper utilization of the easement.

Right-of-Way: A strip of land conveyed to a specific utility company for a specific purpose. While this document is not a title, it will bind the heirs and assigns. Title should be searched and certified before construction begins. The location should be clearly indicated on the plat.

Greenwood County Utility Coordinating Committee

C. UNDERGROUND SERVICE LINES:

In cases where the developer contracts for all underground service, close and early cooperation between the developer and all utilities is required to permit the coordination required with this type installation. To determine availability and to negotiate the necessary contracts, the developer should contact the overhead utility companies in the early stages of new subdivision planning in order that the overhead utilities may design underground systems where possible.

D. UTILITY EASEMENT DESIGN:

1. Location – Easements need to be at final grade. They may be located along front, rear, or side lot lines, or even across lots in some cases, as with deep lots or heavily timbered property, to give access to every lot, park or public grounds. It is preferred that easements be continuous from block to block. Easements providing for both ingress and egress from the public ways in the case of rear and side lot lines are desirable to provide best continuity of service.
2. Alignment – it is recommended that the easement system be aligned as well as possible from block to block, avoiding offsets and irregular angles as shown in Appendix A.
3. Easements Between Abutting Developments – Easements required in the initial portion of a future and more extensive development will often be guided by requirements for the overall plan. Reference to the planner's area master plan is very helpful to both developers and utilities in such cases. It is very important that an easement design provide clear and orderly routes from one development to the next. The easement system should be continuous and well aligned to permit the installation of utility service lines in a manner resulting in best appearance and to provide adequate clearance from traffic drives and structures. Adequate clearance is highly important to reliability of service.
4. Width – The sketches that follow in Appendix B for subdivisions should be used in the development of street and easement widths. So as to reduce any unnecessary delays, damage and inconvenience and to provide a more aesthetic type of utility construction through standardization.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

E. OVERHEAD UTILITIES

Sometimes compelling reasons dictate that the telephone, cable, and/or power company use aerial construction. In this case, utility poles will be used to support overhead utilities in the Appendix B sketch. Easement width and location will remain the same allowing for possible future burying of the overhead utilities.

Greenwood County
Utility Coordinating Committee

CHAPTER VI

CABLE TELEVISION

PLACEMENT

Cable Television may be placed in a rear, front, or side easement, as well the road right-of-way. Usually cable will be located on both sides of the street. The Cable Company will determine final location of facilities.

The cable must be buried a minimum of twenty- four (24) inches in all utility easements and a minimum of thirty (30) inches running parallel with the road in a state road right-of-way. All road bores must be a minimum of thirty-six (36) inches under the surface of the pavement.

When possible the cable should be laid in a joint trench with power and telephone; otherwise a minimum of thirty (30) inches clearance between other utilities is desirable. When in a common road easement, the cable should be laid to the outside of the easement. Twelve (12) inches of spacing between other utilities is mandatory.

EASEMENTS

Cables shall be located in the utility easements provided for in the subdivision. If an individual right-of-way for cable TV is required, the minimum right-of-way width shall be four (4) feet.

SERVICE & METERS

Cable TV service drops will be buried a minimum of six (6) inches and enter the dwelling as close to the power meter as possible. The coordination of entry for cable TV service is to ensure a common ground.

REGULATORY

No comments at this time.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

GUIDE LINES

1. Pedestals in the rear easement must be placed one (1) foot from the rear and side property lines preferably on the power meter side of the home.
2. Pedestals in the front easement or road right-of-way must be placed directly on the adjacent property lines on the power meter side of the home.
3. Power supply pedestals will be placed as close to the commercial power source (transformer) as possible provided equipment can be properly serviced and remain within the easement or road right-of-way.

Greenwood County
Utility Coordinating Committee

CHAPTER VII

NATURAL GAS

PLACEMENT

Natural gas lines may be placed in a rear, front, or side easement, as well as the road right-of-way. The Gas Company will determine final location of facilities.

The gas line must be buried a minimum of twenty-four (24) inches in all utility easements. All road bores must be a minimum of thirty-six (36) inches under the surface of the pavement for service lines and forty-eight (48) inches for high pressure lines.

The gas line should be laid on the opposite side of the road from the water line. A minimum of twenty-four (24) inches clearance between other utilities is mandatory. When in a common road easement the line should be laid a minimum of thirty-six (36) inches from the edge of the pavement or the back of the curb. Twelve (12) inches of vertical spacing between other utilities is mandatory when lines are placed in the same ditch.

EASEMENTS

Gas lines shall be located in the utility easements provided for in the subdivision. If an individual right-of-way for gas lines is required, the minimum right-of-way width shall be ten (10) feet.

SERVICES & METERS

Each buried service line must be constructed with a minimum depth of cover of twelve (12) inches on the lots. A minimum depth of eighteen (18) inches is required in easements and rights-of-way.

Each dwelling will have a separate tap at a location where the property is located adjacent to the gas main. The gas meters will be located adjacent to the dwelling on the side of the dwelling opposite the garage (carport) or at the rear of the dwelling.

REGULATORY

Natural gas installation is regulated by the U.S. Department of Transportation Pipeline Safety Regulations. The CPW or its contractors shall abide by these regulations.

Greenwood County
Utility Coordinating Committee

CHAPTER VIII

POWER

PLACEMENT

Power cable may be placed in a rear, front, or side easement, as well as the road right-of-way. Usually power cable will be located on both sides of the street. The Power Company will determine final location of facilities.

The primary cable must be buried a minimum of thirty-six (36) inches in all utility easements. Secondary cables may be thirty (30) inches. All road bores; must be a minimum of thirty-six (36) inches under the surface of the pavement for service bores and forty-eight (48) inches for high voltage bores.

When possible the cable should be laid in a joint trench with cable TV and telephone; otherwise a minimum of thirty-six (36) inches horizontal clearance between other utilities is desirable. When in a common road easement the cable should be laid to the outside of the easement. Twelve (12) inches of vertical spacing between other utilities is mandatory in a common trench.

EASEMENTS

Power lines shall be located in the utility easements provided for in the subdivision. If an individual right-of-way for power lines is required, the minimum right-of-way width shall be ten (10) feet for buried cable and thirty (30) feet for overhead poles.

SERVICES & METERS

Power service drops will be buried a minimum of thirty (30) inches and enter the dwelling on the side of the house closest to the power source (i.e., transformer, service radial, etc.).

REGULATORY

No applicable comments at this time.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

GUIDELINES

1. Pad mount transformers, switch cabinets and pedestals should be located in accordance with design plans and are normally located at common lot corners. Placement should not interfere with future fence installations and should be behind the property line.
2. A clearance of ten (10) feet must be maintained in front of openings on all power cabinets and transformers. Three (3) feet is required on all other sides.
3. Street light poles should be located at or near property line. Poles should be set far enough from property line to not interfere with fence installations.
4. Underground cables to street lights should have a minimum depth of thirty (30) inches. The depth in the street right-of-way shall be thirty (30) inches for Duke Power installations and thirty-six (36) for CPW installations.
5. A minimum of thirty-six (36) inches clearance must be maintained at the house between electric service cables/meter base and gas, water and sewer service lines/meters.
6. Electric facilities will be installed after final grading operations have been completed and lot stakes are in place along the route.
7. Other utilities shall not locate any equipment less than two (2) feet from the sides of transformers.

Greenwood County
Utility Coordinating Committee

CHAPTER IX

SEWER

PLACEMENT

Sewer lines may be placed in front or rear easement, as well as the road right-of-way.

It is desirable that sewer lines should be buried a minimum of forty-eight (48) inches in all utility easements. The minimum depth of sewer lines should be based on the lowest building elevation lateral line requirements. All road bores must be a minimum of thirty-six (36) inches under the surface of the pavement.

Sewer force mains require a minimum of thirty-six (36) inches of cover. Other trenching requirements apply equally to force mains.

The sewer line must be laid a minimum of ten (10) feet from the water line. A minimum of twenty-four (24) inches of clearance between other utilities is mandatory. When in a common road easement the line should be laid a minimum of forty-eight (48) inches from the edge of the pavement or the back of the curb. Twelve (12) inches of vertical spacing between other utilities is mandatory. A minimum of eighteen (18) inches below water line crossings is mandatory and sewer lines should not be laid over water lines.

Joint ditching with other utilities is not acceptable.

EASEMENTS

The width of the easements over gravity sewer mains should be based on a 1:1 slope measured from the invert of the pipe to finish ground elevation, with fifteen (15) feet being a minimum. Placement of other utilities within the sewer easement is not recommended.

SERVICE & METERS

Service laterals to each lot should be installed to the property line with the end plugged and identified with a marker. Licensed plumbers must tie in the dwelling sewer service. Generally, the lateral plugged ends should be a minimum of five (5) feet from other utilities.

Sewer connections should comply with all applicable requirements of the County Code which requires a minimum fall of ½ inch per linear foot for service lines and a minimum depth of eighteen (18) inches.

Greenwood County Utility Coordinating Committee

REGULATORY

Subdivisions utilizing either public or private wastewater treatment facilities (not individual septic tanks) should have sanitary sewer plans prepared by a South Carolina registered engineer. These plans should be approved by the South Carolina Department of Health and Environmental Control and any applicable local water and/or sewer authority. Where individual septic tanks are utilized, coordination and approval should be made with the SC Department of Health and Environmental Control office.

GUIDELINES

1. Sewer lines should be installed prior to storm drainage; however, some conditions may require the installation of storm drainage first. Careful consideration should be given to any potential conflict with storm drain facilities.
2. Consideration of other utility locations of the sewer system in planning the utility layout is necessary to avoid conflict with operation and maintenance.
3. Proper inspection by the sewer utility during construction and preparation of "as-built" drawings reflecting actual field locations of the sewer system should be made to avoid conflict with other utility lines during future operations and maintenance.
4. The size and location of existing sewer mains to be extended should be shown, as well as, indication of drains, culverts, or any other underground facilities within street or other designated rights-of way adjoining the subdivision which may interfere with the proposed sewer system.
5. All house lateral locations are to be identified on the "as-built or "record" drawings.

Greenwood County
Utility Coordinating Committee

Chapter X

Sediment & Erosion Control Permitting
Grading permits

SC-DHEC Environmental Quality Control
DHEC –EQC
613 S. Main St.
Greenwood, SC 29646

*Contact: Chad Hendrix (864) 223-0333
E-mail: hendricd@dhec.sc.gov
Fax: (864) 223-6935

A subdivision permit package must be obtained from DHEC-EQC before grading can be started.

Greenwood County
Utility Coordinating Committee

CHAPTER XI

STORM DRAINS

PLACEMENT

Storm drains may be placed in a rear, front, or side easement, as well the road right-of-way. Storm drains may be placed under sidewalks.

The storm drains must be buried a minimum of thirty-six (36) inches in all utility easements. All road bores must be a minimum of thirty-six (36) inches under the surface of the pavement.

The storm drain requires a minimum of thirty-six (36) inches clearance between other utilities. When in a common road easement the line should be laid a minimum of twenty-four (24) inches from the edge of the pavement or the back of the curb. Twelve (12) inched of vertical spacing between other utilities is mandatory.

EASEMENTS

The width of the easements over storm drains should be based on a 1:1 slope measured from the invert of the pipe to finish ground elevation, with fifteen (15) feet being a minimum. Placement of other utilities within the storm drain easement is not recommended.

SERVICES & METERS

Storm water meters are not currently used in Greenwood County.

REGULATORY

Storm drainage systems should be designed with procedures to comply with the requirements of the State Stormwater Management and Sediment and Erosion Control regulations and the National Pollution Discharge Elimination System regulations.

All pipes should be laid in accordance with the South Carolina Department of Transportation Standard Specifications for Highway Construction.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

GUIDELINES

1. Storm drainage should be located underneath the sidewalk or two (2) feet behind the curb. Reinforced concrete pipe, bituminous coated corrugated steel or aluminum alloy pipe; or corrugated steel or aluminum alloy pipe should be used for storm drainage system. The minimum pipe size in storm drainage systems and for cross lines should be eighteen (18) inches. A fifteen (15) inch pipe may be used to connect yard drains to a storm drainage system.
2. Those storm drains, which are discharged into open channels, should be constructed with appropriate channel protection at the outlet end.

Greenwood County
Utility Coordinating Committee

CHAPTER XII

TELEPHONE

PLACEMENT

Telephone cable may be placed in a rear, front, or side easement, as well as, the road right-of-way. Usually telephone cable will be located on both sides of the street.

The cable must be buried a minimum of thirty (30) inches in all utility easements. All road bores must be a minimum of thirty-six (36) inches under the surface of the pavement.

When possible the telephone cable should be laid in a joint trench with power and cable TV; otherwise a minimum of thirty-six (36) inches clearance between other utilities is desirable. * When in a common road easement the cable should be laid to the outside of the easement. Twelve (12) inches of separation between other utilities is mandatory in a joint trench.

***Note:** Sprint does not have joint trench contracts with the power companies at this time.

EASEMENTS

Telephone lines shall be located in the utility easements provided for in the subdivision. If an individual right-of-way for telephone is required, the minimum right-of-way width shall be ten (10) feet.

SERVICES & METERS

Telephone service entrance lines will normally be placed at minimum depth of twelve (12) inches on property lots.

REGULATORY

No comments at this time.

GUIDELINES

1. Underground distribution cables will usually be proposed by the telephone company where a contiguous development of lots is proposed.
2. Telephone facilities will be installed after final grading operations have been completed and lot stakes are in place along the route.

Greenwood County
Utility Coordinating Committee

CHAPTER XIII

WATER

PLACEMENT

Water lines may be placed in a front easement or the road right-of-way which provides for fire hydrant placement along the road.

The water line must be buried a minimum of thirty-six (36) inches in all utility easements. All road bores must be a minimum of thirty-six (36) inches under the surface of the pavement.

The water line should be laid on the opposite side of the road from the gas line and a minimum of ten (10) feet from the sewer line. A minimum of thirty-six (36) inches clearance between other utilities is mandatory for lines eight (8) inches and smaller. Larger lines require specific review. When in a common road easement the line should be laid a minimum of thirty six (36) inches from the edge of the pavement or the back of the curb. Twelve (12) inches of vertical spacing between other utilities is mandatory and a minimum of eighteen (18) inches is required above sewer lines.

EASEMENTS

Water lines shall be located in the utility easements provided for in the subdivision. If an individual right-of-way for water is required, the minimum right-of-way width shall be 10 feet.

SERVICES & METERS

The property to be served should be located directly adjacent to the water main. The water meters typically will be located at one corner of the property line adjacent to the water line. Taps and services should not be placed under the driveway or other paved areas.

Service line stub outs should be marked. Connection to the house must be made by a licensed plumber. Service lines should be laid at a minimum of eighteen (18) inches to prevent freezing.

Greenwood County Utility Coordinating Committee

REGULATIONS

All water supply systems should have plans prepared by a SC Registered Engineer and must comply with laws, rules and regulations of SC Department of Health and Environmental Control and the policies and practices of Greenwood Commissioners of Public Works.

Water system plans must be approved by the SC Department of Health and Environmental Control and the Greenwood Commissioners of Public Works. Approved plans will be stamped as such by the Commissioners of Public Works. Any changes made after approval should be resubmitted for revision approval by all applicable agencies.

Hydrants or blow-offs shall be placed at the end of non-looped lines. All water lines shall be separated from sewer lines by a minimum of 10 feet when running parallel to each other.

GUIDELINES

1. SBCCI Standard Fire Prevention Code 1997 Edition

603.1.3 Fire Hydrants

603.1.3.1 Water Supply. Approved fire hydrants shall be provided for buildings to meet the necessary fire flow requirements as determined by the fire official. Where public water supply is inadequate or not available, an approved alternative water source meeting the fire flow requirements shall be provided. Fire flow performance test shall be witnessed by the fire official or representative, prior to final approval.

603.1.3.2 Location. The location and number of hydrants shall be designed by the fire official, but in no case shall distance between installed fire hydrants exceed 1,000 ft. Fire hydrants shall be located within 500 ft. of all firefighter access points when measured along the normal routes of fire department vehicle access which conforms with the requirements of 602.6. No point on the exterior of a building shall be located more than 500 ft. from a fire hydrant accessible to fire department vehicle as provided in 602.6.

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

2. Hydrants typically should be located a maximum of two (2) feet from the property line/right-of-way interface. The hydrant should not encroach on private property and should not encroach on a paved surface unless the paved surface adjoins the property line. Where feasible, hydrants should be located at property corners. 4" or 4 ½" steamer connection shall be a minimum of 18" above finished grade.

3. Water line construction requires the following material for pipe construction (All pipes must meet NSF and CPW specifications:

Lines 2 inches and less – Class 200 PVC

Lines 4 – 12 inches where area static pressures are 100 psi or less
– C900 Dr 18 PVC

Lines 4 – 12 inches where area static pressures are greater than 100 psi – Class 50 or greater Ductile Iron Pipe

Greenwood County
Utility Coordinating Committee

Chapter XIV

Please check with FIRE INSPECTORS for updated standards and codes for
your project

FIRE PROTECTION

REGULATORY

SBCCI Standard Fire Prevention Code 1999 Edition

602.6 Access to Buildings by Fire Apparatus

602.6.1 Every building hereafter constructed shall be accessible to fire department apparatus by way of access roadways with all-weather driving surfaces of not less than 20 ft. of unobstructed width, with adequate roadway turning radius capable of supporting the imposed loads of fire apparatus and having a minimum vertical clearance of 13 ft. 6 inch. During construction, when combustibles are brought on to the site in such quantities as deemed hazardous by the fire official, access roads and a suitable temporary supply of water acceptable to the fire department shall be provided and maintained.

A County map outlining the Volunteer Fire Department Districts can be obtained thru the GIS Department at the Greenwood County Courthouse Room B-32
A contact list is provided in this packet.

Contact Shane Sprouse at 864-942-8658 or Sandra Ellenberg 864-942-8659

- **Note:** The developer is responsible for providing the approved plans to the Volunteer Fire Departments.

Volunteer Fire Departments Contact List

Page 33

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

The numbers coordinate with their Fire Districts

*Northwest Volunteer Fire Department (#30)

P.O. Box 3051 (864) 223-8075
Greenwood, SC 29648-3051

*Troy Fire Department (#10)

(864)746-6100
P.O. Box 222
Troy, SC 29848

*Promised Land Fire Department (#20)

(864)223-0056
P.O. Box 1561
Greenwood, SC 29648-1561

*Hodges-Cokesbury Fire Department (#40)

(864)374-3311
P.O. Box 86
Hodges, SC 29653

*Ware Shoals Fire Department (#45)

(864)456-2689
P.O. Box 510
Ware Shoals, SC 29692

*Coronaca Fire Department (#50)

(864)223-4222
125 Willard Rd
Hodges, SC 29653

*Lower Lake Fire Department (#60)

Chief Jerry L. Roberts 120 S. Cambridge Av Ninety Six, SC 29666
(864)543-4352
P.O. Box 404
Ninety-Six, SC 29666

*Epworth/Phoenix Fire Department (#70)

(864)227-2220
5302 Hwy 178 S
Ninety Six, SC 29666

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

*Hwy 34 Fire Department (#75)
(864)227-2220
P.O. Box 2224
Greenwood, SC 29648

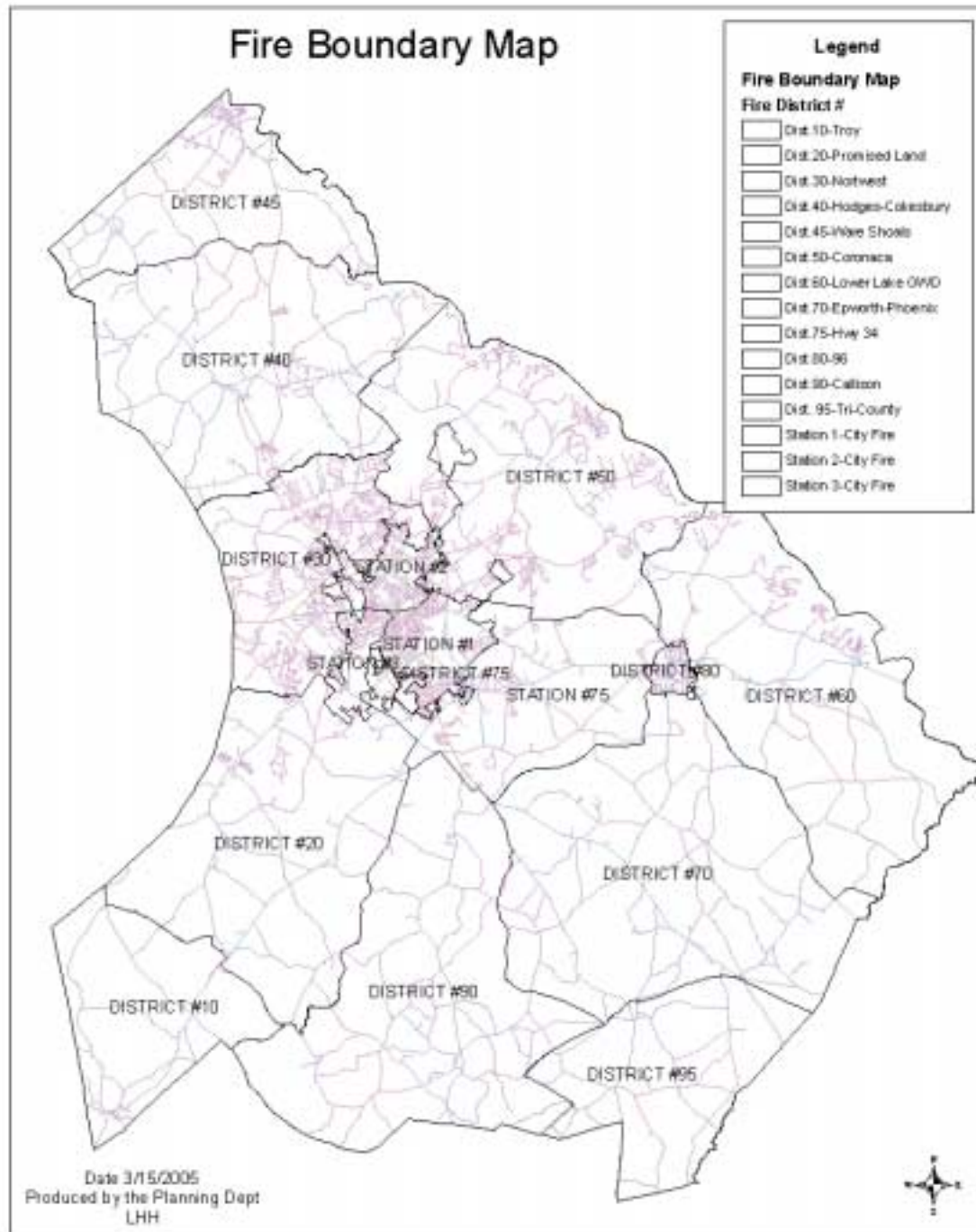
*Ninety Six Fire Department (#80)
(864)543-2123
P.O. Box 8
Ninety Six, SC 29666

*Callison Fire Department (#90)
(864)227-2225
3517 Callison Hwy
Greenwood, SC 29646

*Tri-County Fire Department (#95)
(864)227-1500
1317 Kirksey-Pitts Rd
Troy, SC 29848

Greenwood County Fireman's Association
% Chief Ted Martin (864) 223-8075
111 Crescent Dr
Greenwood, SC 29646

Greenwood County Utility Coordinating Committee



Greenwood County
Utility Coordinating Committee

CHAPTER XV
SCDOT DRIVEWAY STANDARDS – (OCTOBER 1996)

The following information is obtained from the SOUTH CAROLINA DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION'S ACCESS AND ROADSIDE MANAGEMENT STANDARDS which was enacted pursuant to SECTIONS 57-3-610, 57-5-1080 and 57-5-1090 of the CODE OF LAWS OF SOUTH CAROLINA (1976 as amended). These standards establish uniform requirements for encroachment upon roads in the State Highway system so as to provide for the safe and efficient movement of traffic while allowing reasonable access to abutting property. The guidelines hereafter are basic excerpts from these standards and there are other factors such as traffic safety, site distances, and proximity to intersections and property lines that govern the location of driveways. A copy of these entire standards (\$5.00 costs) can be obtained by writing to:

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION
DIRECTOR OF TRAFFIC ENGINEERING
P. O. BOX 191
COLUMBIA, S.C. 29202-0191

A permit must be obtained prior to any encroachment including nonroutine maintenance of and revisions to any existing encroachment. The property owner or his legal agent must submit the appropriate permit application. The property owner will be responsible for all requirements of the permit. A permitting procedure is begun by contacting the Department's Encroachment Permit/Utilities Inspector (Greenwood County – 864-227-6701) in the county in which the work is to be done. Once the extent of the proposed work on the right-of-way is determined, the requesting individual will be given an ENCROACHMENT PERMIT APPLICATION to complete. The completed application is intended to provide all information needed for the Department to make a decision on the request and will be a record of the work when the work is completed.

NUMBER OF DRIVEWAYS PER FRONTAGE Access to future subdivided parcels shall be considered in the initial permit application review process. The Department will not be obligated to allow direct access for any parcels which may be subdivided from a larger overall development at a later date.

Length of frontage

Maximum Number of Driveways

200 Feet or less

1 *

200+ to 600 Feet

2

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

600+ to 1000 Feet	3
1000+ to 1500 Feet	4
More than 1500 Feet	4 plus 1 per each additional full Increment of 500 Feet of frontage

* On frontage of 200 feet or less, a pair of one-way driveways may be substituted only if the internal circulation of the site is compatible with the one-way driveways and wrong-way movements on the driveways are rendered impossible or extremely difficult for motorists. Nowhere shall a distance of less than 40 ft. between one-way driveways be permitted.

With the exception of residential driveways, points of access shall be located a minimum of 20 ft. (from edge of driveway to property-line) and have a minimum radius offset of 5 feet, as measured parallel to the roadway, from the intersection of the right-of-way and property lines.

SPACING OF DRIVEWAYS

SCDOT (1993)

<u>SPEED (MPH)</u> <u>FROM CENTER</u>	<u>RECOMMENDED MINIMUM SPACING</u> <u>TO CENTER (FEET)</u>
30 or less	100
35	150
40	200
45	250
50	300
55	350
56	

“The requirements of the previous table will take precedence over this table.”

DRIVEWAY WIDTHS

<u>DRIVEWAY TYPES</u>	<u>WIDTH (FT.)</u>
-----------------------	--------------------

<p style="text-align: center;">Greenwood County Utility Coordinating Committee</p>
--

Residential & Minimum Use	10 – 16
Urban Commercial (One-Way)	14 – 24
Urban Commercial (Two-Way)	24 – 40
Rural Commercial (One-Way)	18 – 24
Rural Commercial (Two-Way)	24 - 50

DRIVEWAY RADII

<u>RELATIVE TURNING SPEEDS*</u>	<u>RADII (FT.)</u>
Crawl Speed for Cars	10
Low Speed For Cars, Crawl Speed For Single Unit Trucks	20 – 30
Moderate Speed For Cars, Low Speed For Single Unit Trucks and Crawl Speed For Large Tractor Trailer Trucks	50
*CRAWL SPEED: LESS THAN 10 MPH	
LOW SPEED: 10 MPH – 17 MPH	
MODERATE SPEED: 18 MPH – 25 MPH	

SUBDIVISION STREET AND HIGH-VOLUME DRIVEWAYS WIDTHS

<u>NO. OF LANES</u>	<u>RECOMMENDED WIDTH WITHOUT PARKING (FT.)</u>
2	24 – 36
3	36 – 44
4	48 – 54

SCDOT (1993)

School and church driveways are considered commercial driveways for the purposed of determining criteria. Special consideration should be given to ensure sufficient on-site storage and circulation of vehicles.

Greenwood County Utility Coordinating Committee

DRAINAGE

Drainage collected off the right-of-way shall not be discharged into the highway drainage system unless a permit is issued by the Department. Release rates to the highway drainage system shall be equal to or less than calculated for the predeveloped rate as determined in accordance with Department design policy for the given site conditions.

All Applications for Encroachment Permits that bring drainage to the highway for a developed area of 2.0 acres or more shall include a copy of a Storm Water Management and Sediment and Erosion Plan approved by the South Carolina Department Of Health and Environmental Control. The plan should include drainage design computations. If the area is less than 2.0 acres, the application should include a drainage plan with supporting design computations limiting the post construction 10 – year peak discharge to the pre-developed 10 – year peak. Details for retention structures and means of discharge as well as design calculations shall be approved by a registered professional in compliance with Sections 40-21-10 and 40-21-30 of the Code of Laws of South Carolina (1976 as amended) and shall be submitted with the application. Approval by such a professional or the Department does not preclude the need for compliance with any applicable local regulations or ordinances.

The design of drainage structures shall be in conformance with the Department's Standard Drawings for Road Construction. New drainage components that would create maintenance problems or compromise safety shall not be permitted. Curbing on driveways or streets shall not extend beyond the right-of-way line or ditch line when the driveway or street connects to a roadway not having curbing.

Sediment and erosion control measures shall be shown on the application and constructed as the first phase of construction to prevent any sediment from reaching the highway right-of-way or drainage system.

<p>Greenwood County Utility Coordinating Committee</p>
--

TRAFFIC CONTROL

Traffic control required due to the work shown on the Encroachment Permit shall be responsibility of the Applicant and so stated on the permit. Traffic control devices and procedures shall be in accordance with the South Carolina Manual on Uniform Traffic Control Devices.

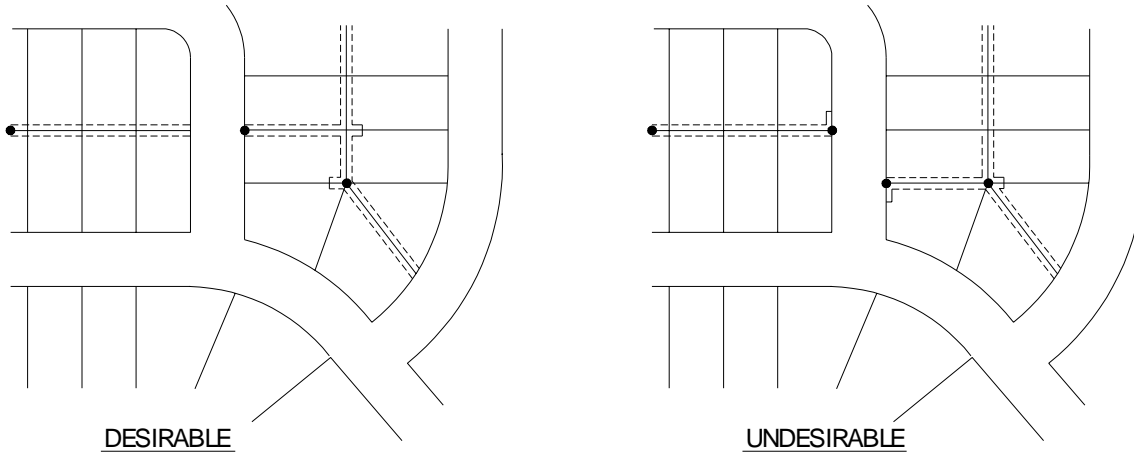
Greenwood County Utility Coordinating Committee

ALIGNMENT OF EASEMENTS

It is recommended that the easement system be aligned as well as possible. The following examples are cited as a guide toward more slightly, acceptable, and economical service-line construction.

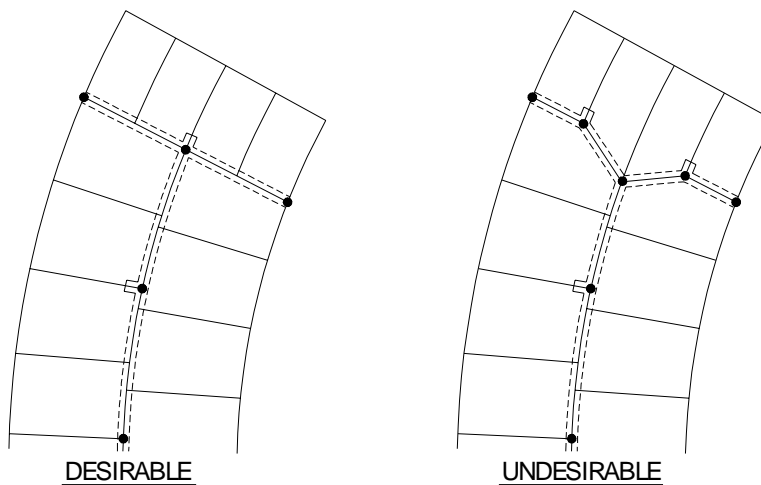
MISALIGNED EASEMENTS

When sections of easements between the various blocks are severely out of line, it follows, that in going from block to block, it will be necessary to install additional poles and guys, solely to turn and hold angles in the lines. Interference with drives, structures and land use often results and construction may be unsightly.



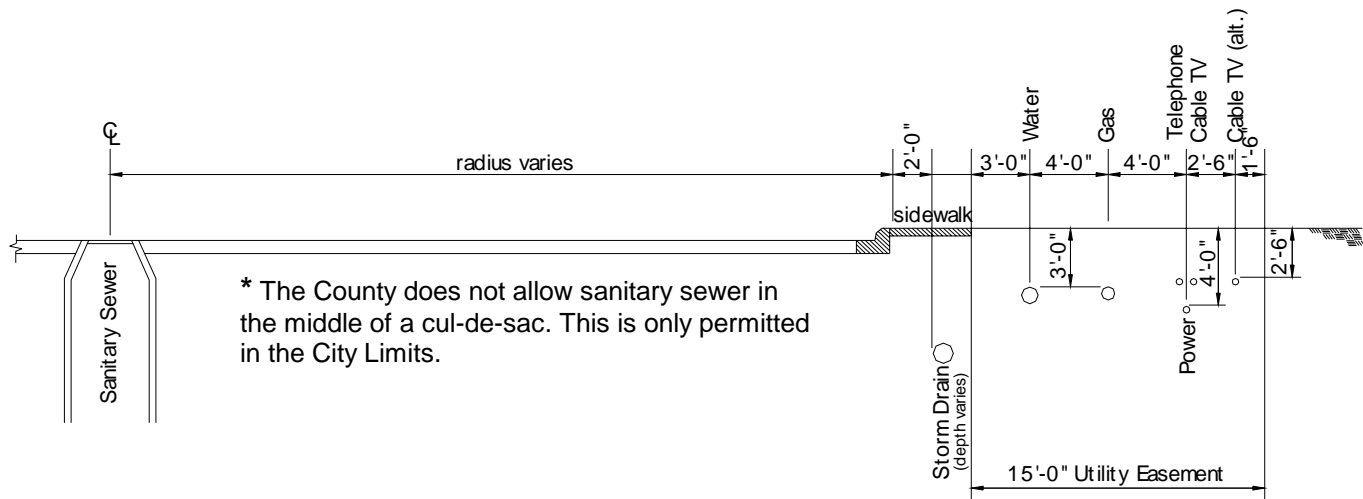
IRREGULAR EASEMENTS

Easements within blocks consisting of straight line portions with points of deflection to accommodate the occasional irregularly-shaped lot, such as one with a triangularly-shaped addition at rear, do not permit orderly construction of utility facilities and will require additional poles and guys in the vicinity with resulting unsightly congestion. It is recommended, if at all possible, that this type of platting be avoided.

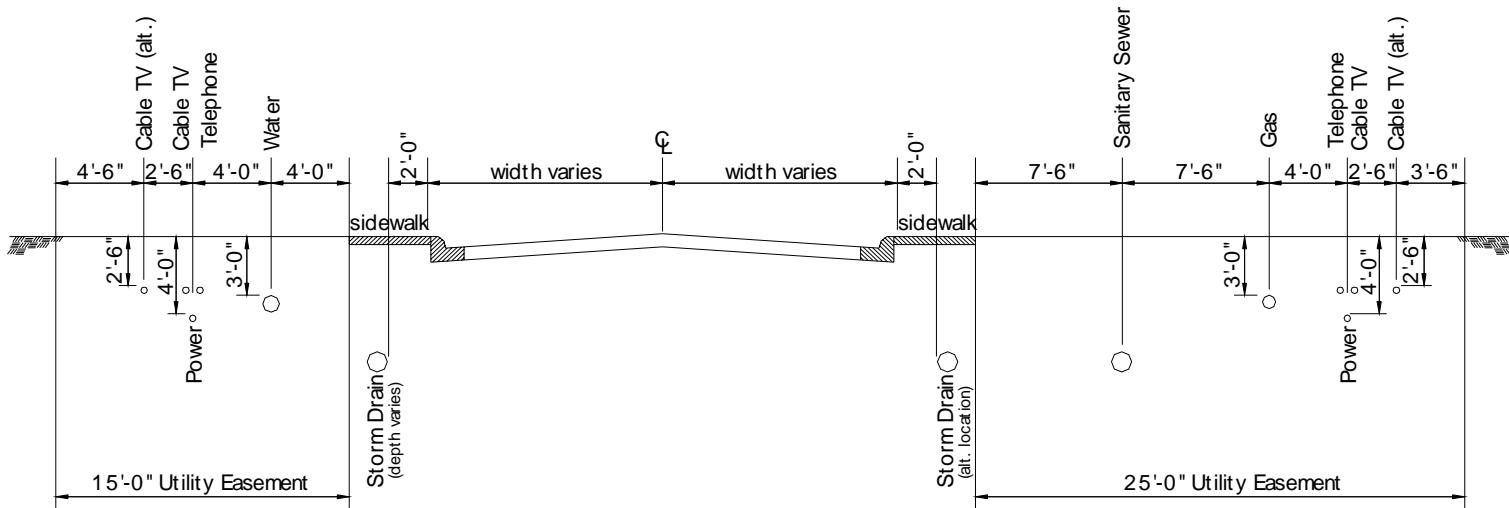


APPENDIX "A"

Greenwood County Utility Coordinating Committee



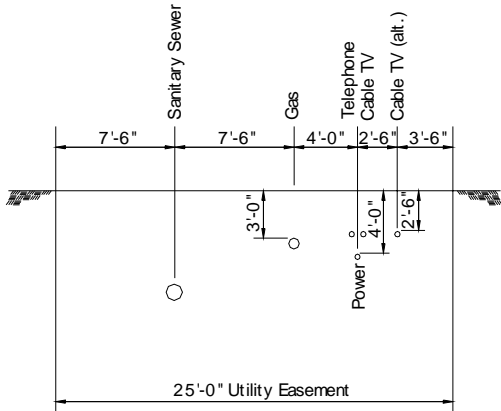
TYPICAL CUL-DE-SAC SECTION
N.T.S.



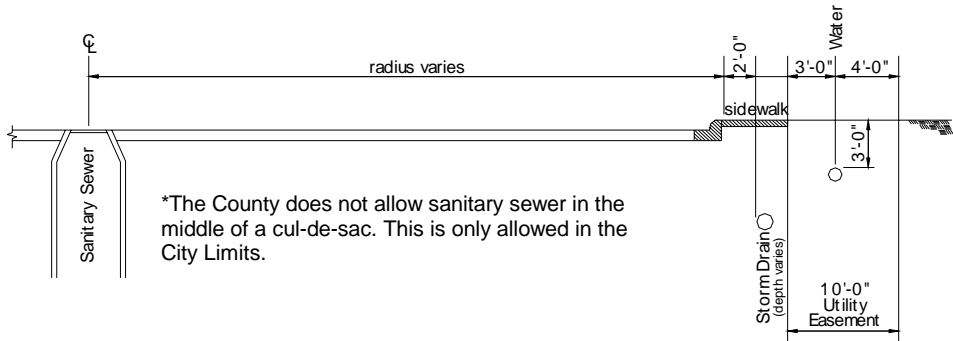
TYPICAL STREET SECTION
N.T.S.

APPENDIX "B" ALTERNATE #1

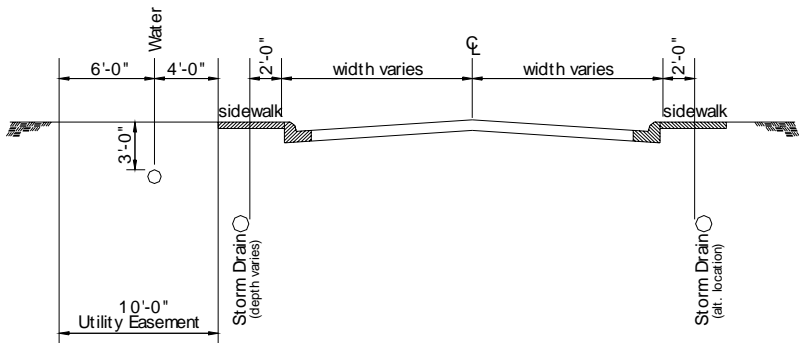
Greenwood County Utility Coordinating Committee



TYPICAL REAR OF LOT SECTION
N.T.S.



TYPICAL CUL-DE-SAC SECTION
N.T.S.



TYPICAL STREET SECTION
N.T.S.

APPENDIX "B"

ALTERNATE #2

Greenwood County
Utility Coordinating Committee

Utility Committee Members

Contact information

Updated 9/20/2005

**Contact person is Lisa Hawthorne (864) 943-8074 or
E-mail lisahh@co.greenwood.sc.us**

***Note* If you would like to put items on the agenda or have suggestions for speakers or topics for discussion, please contact Lisa Hawthorne.**

**Greenwood City/County Planning Department
528 Monument St Room B-01
Greenwood, SC 29646 Fax: (864) 942-8580**

Deputy Planner: Claude Thomas (864) 942-8631
E-mail: claudio@co.greenwood.sc.us

*Planner: Lisa Hawthorne (864) 943-8074
E-mail: lisahh@co.greenwood.sc.us

**Greenwood City/County Engineer Department
528 Monument St Room B-03
Greenwood, SC 29646 Fax: (864) 942-8580**

County Engineer: Larry Smith (864) 942-8556
E-mail: lsmith@co.greenwood.sc.us

*Projects Engineer: Percy Jackson (864) 942-8639
E-mail: percy@co.greenwood.sc.us

*Engineer's Assistant: Barry Butler (864) 942-8560
E-mail barry@co.greenwood.sc.us

Lake Inspector: Richard Crowe (864) 943-2648
E-mail richard@co.greenwood.sc.us

Greenwood County
Utility Coordinating Committee

Greenwood City/County Building Department
528 Monument St Room B-03
Greenwood, SC 29646 Fax: (864)942-8571

Building Official: Ron Powell (864) 942-8425
E-mail: ronnie@co.greenwood.sc.us

Building Inspector: Lawrence Ouzts (864) 942-8426
Fax # for above (864) 942-8571

City Public Works: Billy Allen (864) 942-8435
E-Mail: billy.allen@cityofgreenwoodsc.com

Commission of Public Works
P.O. Box 549
Greenwood, SC 29648

*Engineer: Mark Amick (864) 942-8181
E-mail: mamick@greenwoodcpw.com

Water: Scott Banks (864) 942-8153
E-mail: sbanks@greenwoodcpw.com

Gas: Mike Cain (864) 942-8164
E-mail: mcain@greenwoodcpw.com

*Electric: Freddie Anderson (864) 942-8151
E-mail: Fanderson@greenwoodcpw.com

*Water: Mark Hamm (864) 942-8166
E-mail: mhamm@greenwoodcpw.com

*Water/gas: Russell Holley (864) 942-8199
E-mail: rholley@greenwoodcpw.com

Greenwood County
Utility Coordinating Committee

**Ninety Six CPW
120 N. Main St
Ninety Six, SC 29666**

Water & Sewer: Jennifer Wertz (864) 543-2900

**Duke Power
848 By-pass 72 NW
Greenwood, SC 29646**

*Contact: Neil Anderson (864)227-5433
E-mail wnanders@duke-energy.com

*Stanley Webber Asset Protection Specialist (864)948-5610
E-mail snwebber@duke-energy.com

Contact: David Greene
E-mail: dagreene@duke-power.com

**Greenwood Metropolitan Sewer District
P.O. Box 775
Greenwood, SC 29648**

Engineer: George Martin (864) 943-8004
E-mail: georgem@greenwoodmetro.com

Engineer: Joe Swofford (864) 943-8005
E-mail jswofford@greenwoodmetro.com
Fax: (864) 943-8006

*Engineer: Marion Boone (864) 377-2288
E-mail mboone@greenwoodmetro.com
Fax: (864) 943-8006

Greenwood County
Utility Coordinating Committee

**SC Department of Transportation (SCDOT)
510 West Alexander Av.
Greenwood, SC 29646**

*Contact: Jeff P. Davis (864) 227-6701
Fax: (864) 227-2509
E-mail: DavisJP@dot.state.sc.us

Contact Phillip (Dee) Garner (864) 227-6701
Fax: (864) 227-2509
E-Mail GarnerPW@dot.state.sc.us

Contact Joe Hazel (864) 227-6701
Fax: (864) 227-2509
E-Mail HazelJM@dot.state.sc.us

**Northland Cable
P.O. Box 8068
Greenwood, SC 29648**

*Contact: Clifford Jackson (864) 229-5421
E-mail: cliff@nctv.com
Fax: (864) 229-6609

**Sprint Telephone
P.O. Box 3348
2207 Hwy 72/221 E
Greenwood, SC 29648**

Contact: Pamela Coleman (864) 388-1360
E-mail: Pamela.D.Coleman@mail.sprint.com

Customer Service Supervisor Jim Merrifield
Voice: (864) 388-1316
Fax: (864) 388-1334
E-mail: jmerrifield@mail.sprint.com

**Greenwood County
Utility Coordinating Committee**

**DHEC –EQC
613 S. Main St.
Greenwood, SC 29646**

*Contact: Chad Hendrix (864) 223-0333
E-mail: hendricd@dhec.sc.gov
Fax: (864) 223-6935

**DHEC- Health Services
1736 S. Main St
Greenwood, SC 29646**

Onsite Wastewater Supervisor
*Contact: Todd L. Self (864)465-2511
P.O. Box 27, 204 Hwy 28
McCormick, SC 29835
Fax: (864)465-2827

Septic Tanks: Lisa Stevens (864) 227-5912

**Greenwood City Fire Department
909 S. Main St.
Greenwood, SC 29646**

*Inspector: Robby Stevenson (864) 942-8453
E-mail: robby.stevenson@cityofgreenwoodsc.com

Fire Chief: Terry Strange (864) 942-8451
E-Mail terry.strange@cityofgreenwoodsc.com

Greenwood County Utility Coordinating Committee

Central Locating Service LTD
1200 Woodruff Rd STE. G-15
Greenville, SC 29607

Field Supervisor David Bartram Pager (864) 460-5369
(864) 238-1850

E-mail: dbartram@asplundh.com

Mike William (864) 676-0860

PUPS (888)721-7877

Greenwood County
Utility Coordinating Committee

Volunteer Fire Departments Contact List

The numbers coordinate with their Fire Districts

***Northwest Volunteer Fire Department (#30)**

**P.O. Box 3051 (864) 223-8075
Greenwood, SC 29648-3051**

Chief: Ted Martin

E-Mail tmartin@nctv.com

Fax: 864-229-7179

***Troy Fire Department (#10)**

Chief Sid Russell, Jr. (864)746-6100

**P.O. Box 222
Troy, SC 29848**

***Promised Land Fire Department (#20)**

Chief Calvin Simpkins 226 Simpkins Rd Greenwood, SC 29646

(864)223-0056

**P.O. Box 1561
Greenwood, SC 29648-1561**

***Hodges-Cokesbury Fire Department (#40)**

Chief Chad Cox (864)374-3311

**P.O. Box 86
Hodges, SC 29653**

***Ware Shoals Fire Department (#45)**

Chief Greg Lindley (864)456-2689

**P.O. Box 510
Ware Shoals, SC 29692**

***Coronaca Fire Department (#50)**

Chief Woody Owensby 304 Bent Creek RD Greenwood, SC 29649

**(864)223-4222
125 Willard Rd
Hodges, SC 29653**

Greenwood County
Utility Coordinating Committee

***Lower Lake Fire Department (#60)**

Chief Jerry L. Roberts 120 S. Cambridge Av Ninety Six, SC 29666
(864)543-4352
P.O. Box 404
Ninety-Six, SC 29666

***Epworth/Phoenix Fire Department (#70)**

Chief Doug Abney 424 Sandridge Baptist Church Rd Ninety Six, SC 29666
(864)227-2220
5302 Hwy 178 S
Ninety Six, SC 29666

***Hwy 34 Fire Department (#75)**

Chief Tony Gambrell
(864)227-2220
P.O. Box 2224
Greenwood, SC 29648

***Ninety Six Fire Department (#80)**

Chief Tommy Price
(864)543-2123
P.O. Box 8
Ninety Six, SC 29666

***Callison Fire Department (#90)**

Chief Roland Temple 4314 Callison Rd Bradley, SC 29819
(864)227-2225
3517 Callison Hwy
Greenwood, SC 29646

***Tri-County Fire Department (#95)**

Chief Gaines Johnson 1201 Kirksey-Pitts Rd Troy, SC 29848
(864)227-1500
1317 Kirksey-Pitts Rd
Troy, SC 29848

Greenwood County Fireman's Association

Chief Ted Martin
111 Crescent Dr
Greenwood, SC 29646

Greenwood County
Utility Coordinating Committee

A CITIZENS GUIDE FOR SUBDIVISION AND PLAT APPROVAL



Greenwood City/County Planning Department

528 Monument Street, Suite B-01

Greenwood, SC 29646

(864) 942-8636 Phone

(864) 942-8580 Fax

Website: www.co.greenwood.sc.us

Greenwood County Utility Coordinating Committee

SUBDIVISION & PLAT APPROVAL PROCESS

A major subdivision is defined as containing a development that **subdivides twenty-six** lots or more **or the creation of a new road**. The Joint Planning Commission must review all subdivisions that involve the creation of a new road, no matter the number of lots. Thus if Subdivision A only has fifteen lots with the creation of a new road, it is classified as a major subdivision and must be reviewed by the Joint Planning Commission. All major subdivisions must receive preliminary and final approval from the Joint Planning Commission before construction can begin or lots can be recorded for sale. The Joint Planning Commission was established by both City & County Councils, and is comprised of all volunteer members. The commission meets the fourth Tuesday of every month, and has an application deadline of **twenty-one** days before a scheduled meeting date. The table below is the 2005/2006 Planning Commission meeting schedule and the application deadlines. These dates are subject to change

Application Deadline	Meeting Date
November 1, 2005	November 22, 2005
November 21, 2005	December 13 2005
January 3, 2006	January 24, 2006
February 7, 2006	February 28, 2006
March 7, 2006	March 28, 2006
April 4, 2006	April 25, 2006
May 2, 2006	May 23, 2006
June 6, 2006	June 27, 2006
July 5, 2006	July 25, 2006
August 1, 2006	August 22, 2006
September 5, 2006	September 26, 2006
October 3, 2006	October 24, 2006
November 2, 2006	November 21, 2006
November 21, 2006	December 12, 2006

Major Subdivision Approval Process

To process an application for a major subdivision the Planning Department staff will need the following information for preliminary review and approval:

- 3 copies of Site Plan (containing lot sizes, sq. footage or acreage, bearings & distances)
- Water & Sewer distribution plan
- Road construction details with detention /retention plans & calculations and impervious ratio calculations
- Flood Plain info
- 8 ½" x 11" copy of site plan (1 copy)
- Road names and Subdivision name should be on plat (these names should be approved with the Engineer's Office before being placed on the plat)
- A fee schedule was placed in effect on November 1, 2002 some fees are not part of the subdivision process. The following fees are in effect:

1. Rezoning Request (Text/Map) \$150

Greenwood County Utility Coordinating Committee

2. Variance/ Administrative Appeals	\$100
3. Commercial Site Plan Reviews/Signs	\$25
4. Communication Tower Reviews	\$500
5. Zoning Compliance	\$10
6. Preliminary Plats	\$150 + \$5 per lot
7. Final Plats	\$100 + \$5 per lot
8. Compliance Letters	\$10
9. Copy of Zoning Ordinance (Free on Website)	\$35
10. Copy of Land Development Regulations	\$20
11. Copy of Comprehensive Plan	\$25

Greenwood County has a unique website. Our web address is www.co.greenwood.sc.us to visit the Greenwood County maps please click the Online maps icon then follow the instructions or to view or obtain copies of the Greenwood County Code of Ordinances click the Government icon then click the Code of Ordinances then click on New frames. Our Code of Ordinances table of contents will appear.

Once an application has been submitted, several county departments including Emergency 911, Building Inspection, Engineering Dept., City Fire Dept., & Planning/ Zoning will review the subdivision to ensure that all county standards are met by the proposed development. These plans will also be submitted to a Utility Coordinating Committee in which their comments will be noted. This committee includes SCDOT, CPW, Duke Power, Sprint, DHEC, Metro Sewer, Volunteer Fire Dept. and Northland Cable. Comments from these committee members will be forwarded to the developer. If any changes are needed on plans, this will be the time to make them before they go to the Planning Commission. Next, staff will take the plans (or revised plans) before the Planning Commission for preliminary approval.

If the Planning Commission grants preliminary approval for a new subdivision, the developer may begin construction. Most preliminary approvals will have specific conditions regarding the approval. Once the applicant has met any conditions set fourth by the commission and has progressed with the subdivision where lots are ready for sale, developers may apply for final or bonded final approval. The developer must submit a revised site plan and an 8 ½" x 11" copy of a site plan for final or bonded final plat approval. Bonded final approval must be accompanied by cost estimates for remaining improvements. A final plat can not be recorded or stamped by the Planning Department for recordation until the Planning Commission grants final approval or bonded final approval to the project. All plans for final or bonded final approval must be submitted to the Planning Department at least 21 days prior to the Planning Commission meeting.

Final approval will be given if all conditions of the preliminary approval are met, and the infrastructure of the subdivision (roads, sewer, & water lines) installed. All infrastructure must be inspected by the county's engineer for acceptance and approval before the Planning Commission can grant any type of final approval. All new roads will have to have a Letter of Certification from the Engineer of the project. It is important for developers to identify whether neighborhood streets will be private roads and maintained by an established Homeowner's Association or publicly maintained. For all newly established Homeowners Associations a copy of recorded governing documents will be required for submission by the developer. No final plat will be recorded until the City or County votes to accept the roads in their maintenance system and a three year maintenance bond has been posted to the county engineer, or the governing documents of the Homeowners Association declares the HOA responsible for all road maintenance.

If the infrastructure is not in place, the developer can request bonded final approval. Bonded final approval requires the developer to submit a bond or letter of credit to the county for the

Greenwood County Utility Coordinating Committee

specific amount of work that is still required to complete the subdivision's infrastructure. The developer must submit bid amounts on the remaining work needed to complete the infrastructure.

The subdivision must have all the infrastructure installed and approved by the county's engineer, before the expiration date of the bond, or the county will proceed to call the bond. A developer may begin to sell lots once they have received bonded final approval from the Planning Commission.

Correspondence will be drafted by staff and sent to the developer regarding any decisions or requirements made by the Planning Commission. If you have any further questions regarding the major subdivision approval process, please feel free to call the Greenwood City/ County Planning Department.

Minor Subdivision Process

A minor subdivision is defined as parcel splits involving twenty-five lots or fewer without the creation of a new road. A minor plat is any plat that creates/combines any lot for immediate or future sales, lease, or rent. From the date of submittal, the department has a minimum of 24 hours and a maximum of 15 days (mainly for minor subdivisions of approximately 25 lots) to review and respond to the applicant with his/her comments. Subdivisions that do not involve the installation of infrastructure will normally be available for pickup from the Planning Department after noon the following day.

All minor plats must be submitted to the Planning Department office for approval. All plats should have the following information noted on the plat:

- Pin number
- Lot size
- Zoning district
- Surveyors seal embossed
- Scale, location map, and north arrow
- Deed and plats references
- Road names and approved subdivision names
- Density
- Easements
- Septic statement
- Structures
- Adjacent property owners
- Setbacks
- Fencing
- Parking
- Land Use
- Distance and bearings on plat boundaries
- Distance and bearings to nearest intersection
- Flood zone information
- Retention/detention information
- Impervious ratio

Greenwood County Utility Coordinating Committee

If all the above information is on the submitted plat, the Planning Department will review and if acceptable approve all minor plats at the staff level. Each parcel of property on a particular plat must have a 50' frontage on an existing road to receive approval.

No landlocked parcels will be approved for recording. Easements may not serve as access or frontage to an existing street. The Planning Department staff is not responsible for any plat that remains uncollected for more than 30 days.

Rezoning Procedures

Introduction

Zoning is a land use control technique utilized by various local governments throughout the country. The purpose of a zoning ordinance is to ensure that development fits in with existing and future needs of the community while promoting the public health, safety, morals, convenience, order, prosperity and general welfare. However, communities are not static and as such go through cycles in which the local economy flourishes and declines. Therefore, within zoning regulations a measure has been provided to change a property's zoning. This is called a "rezoning."

Submission, Notification and Staff Review

In order to initiate a rezoning request, the property owner or his/her agent must submit the following information:

Rezoning Application;
Petition (if applicable);
Copy of a Map or Plat Providing a Legal Description of the Property
Proposed for Consideration; and
Advertising Fee.

These items must be supplied to the Greenwood City/County Zoning Administrator at least twenty (20) days prior to the regularly scheduled meeting of the Greenwood City/ County Planning Commission. The Planning Commission meets on the fourth Tuesday of the month.

Upon receipt of a complete submission, the Zoning Administrator shall review the requests. If outstanding items are found, the submission will be termed "incomplete" and the request will be not be placed on the next Planning Commission agenda. If all items are submitted, the Zoning Administrator shall prepare files and issue rezoning request numbers (i.e. 96-12-001) for each application.

At least fifteen (15) days prior to the meeting, the Zoning Administrator shall place an advertisement in the Index Journal for proper notification of a public hearing, post signs on or along the subject property, and send written notification to each adjoining property owner. At least five (5) days prior to the meeting, the Zoning Administrator and the Planning Department staff shall prepare a report with recommendation to the Planning Commission. This report shall include the following information:

Name of the applicant;
Tax Map Number of the Property;
Location of the Property (text and map);

Greenwood County Utility Coordinating Committee

Total Acreage;
Current Zoning;
Proposed Zoning;
Adjacent Zoning;
Adjacent Land Uses;
Analysis; and
Recommendation.

The report is included within the agenda package and submitted to the Planning Commission at least five (5) days prior to the meeting.

Planning Commission Review

The Zoning Committee of the Planning Board shall meet on the second Thursday of the month to discuss rezoning agenda items. At this meeting, the Planning Department staff shall review with the committee the agenda items to be discussed at the Planning Board Meeting. This committee shall make a recommendation to the Planning Board.

The Planning Board shall meet on the fourth Tuesday of the month. At this meeting, the Planning Director shall give a brief overview of each rezoning request. The Planning Board Chairman shall then conduct a public hearing and request that the audience members designate whether they are “for” or “against” the rezoning request. This is the only time that public comment can be made. After adequate time is given for each side to present its case, the Chairman shall close the public hearing and allow for Board discussion. The Zoning Committee shall present its recommendation to the Board and the Board shall consider the following factors:

- The relationship of the request to the Land Use Plan Update
- Whether the request violates or supports the Land Use Plan Update
- Whether the uses permitted by the proposed change would be appropriate in the area concerned
- Whether adequate public school facilities, roads and other public services exist or can be provided to serve the needs of the development likely to take place as a result of such change, and the consequence of such change.
- Whether the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewer to the area.
- The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the city/county and any special circumstances which may make a substantial part of such vacant land unavailable for development.

The Planning Board shall make a recommendation of approval or denial to the appropriate Town, City, or County Council.

If a rezoning request is approved, the City/County Planner shall amend the Official Zoning Map/GIS Website once the Ordinance has been recorded..